My WellPath

Step-by-step guide to starting your MyWellPath account

Welcome to WellPath, your employee benefit which encourages you to be as healthy, happy and productive as you can be.

MyWellPath

MyWellPath will allow you to view your WellPath Account. You can check to see:

- **How many points are in your account**
- **How many incentives you have received**
- **Report participation to earn more points**
- **Change your incentive preference**
- **And so much more......**

MYWellPath is a new employee self-service tool which will allow you to check:

- Total number of points in your account
- How many incentives you have received
- Allow you to find activities in which to participate and then to report participation to earn more points
- Allow you to change you incentive preference
- Allow you to choose the email address and phone number WellPath uses to communicate with you
- Download statements of your account

MyWellPath Portal

You will access MyWellpath from the link on the WellPath Program's web site: **https://www.srpmic-nsn.gov/wellpath/mywellpath**. Remember WellPath's web site and self-serve portal are on the web so you can access it from any smartphone tablet or computer with internet access.

Click on the **MyWellPath Portal** Banner to get started.

MyWellPath Log In

MyWellPath log in screen:

https://secure.srpmic-nsn.gov/wellpath/

From the WellPath site, you will land on the MYWellPath log-in screen. Click on the **"First Time User"** link in lower right-hand corner near the login button.

There is also a link for participants who forgot their username and password which brings you to a reset password utility.

The number for the Help desk is at the bottom of the screen; (480) 362-7555. Help regarding technical issues is available Monday – Friday 8am – 5pm.

To set up your account click **First Time User** [next slide].

Validation Information

HELP is available on Monday-Friday
8:00AM - 5:00PM

Once you have clicked on the first time user link, the *validation information* window will appear. You will need the following information to create your account:
Your **employer** such as *Casino Arizona, Salt River Landfill* or *SRP-MIC & Other Enterprises*
You will provide your **last name**
Your **employee id number** and,
The **month and year you were hired**.

WellPath does not have the ability to start accounts or reset passwords, but we can look up your validation information and can typically help WellPathians successfully start or reset their account. Just e-mail Wellness@SRPMIC-NSN.gov.

Validation Information

Click on the organization field and choose your employer. If you work for an enterprise other than Salt River Landfill or Casino Arizona choose the SRP-MIC & Other SRP-MIC Enterprise option

Fill in your last name, employee id number and the month and year you were hired. **Use two digits for the month all four digits of the year you were hired.** Click Continue.

If you have any problems you can call the helpdesk at the number provided Monday – Friday 8am to 5pm

Creating My Account

[top screen] Once your account is validated you will see the *Create Account* screen.

You will need to provide:
- A **user name** (username can be anything you like but can't be changed once you set it)
- A password (and verify the password) **Passwords contain: 1) uppercase letter, 2) lowercase letter, 3) a number, 4) a "special character" such as those above the numbers on your keyboard.** WellPathians may find it easier to write a sentence or a phrase for the password.
- The **email address** you would like MYWellPath to use to contact you. WellPathians set their e-mail address and can change it anytime.
- A **phone number** you would like WellPath to use to contact you.
- And then you must choose your **incentive type**

[bottom of screen] Depending on your employer, you will choose an incentive preference. You may log in and change your incentive type any time you would like. You incentives will be processed based on this selection. The default incentive prefer-ence is **"hold"** which will allow points to accumulate but no incentive to be issued.

Creating My Account

Some WellPathians are challenged to make a password that meets the requirements.

Your password should:
- Have no spaces
- Be at least 8 and up to 128 characters in length (sentences work great because they have upper and lower letters and punctuation, which are special characters. You must include a number).
- Must include at least one upper-case (capital) letter
- Must include at least one lower-case letter
- Must include a number and
- Must include a "special character such as those above the numbers on your keyboard.

As you enter your password, MYWellPath will tell you your password strength. You will need to verify your password in the password verification field. A sentence or a phrase with a number works well as the password. An example could be: *My birthday is June 1! "I have 12 dogs?"*

My Homepage

Congratulations, your account has been created successfully. You are at your MYWellPath homepage. Take a second to look around.

WellPath is your employee benefit designed to help motivate you and provide opportunities for you to maintain and even improve your health. Please see the other MYWellPath tutorials found on the MyWellPath page of www.srpmic-nsn/wellpath/mywellpath/.

Tutorials are available to show you how to: Find WellPath-endorsed activities in which to participate, check your point balances, report participation, check your account history including how to print statements, as well as check your redeemed incentives.

MyWellPath Calendar

Check the **WellPath Calendar** *by clicking on the **Event Calendar** link on the navigation menu. The top the even calendar will show the current month. You can use the search filters to locate a specific event by name of activity, the start and/or end date of the activity.*

The event calendar can be used to find WellPath-endorsed activities in which you would like to participate and also to report participation once you have completed a WellPath-endorsed event.

[examples of filter use on following two slides]

MyWellPath Calendar
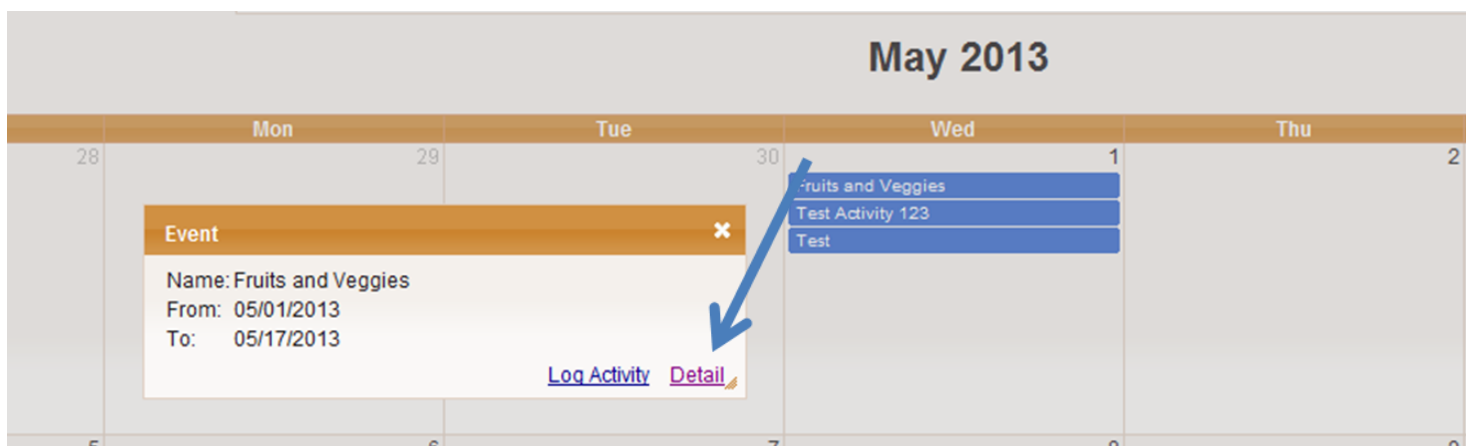

[top slide] Here is an example of the activity list form the filter search tool. As you type a name the list narrows towards your selection.

[bottom slide] If you know the data range for an activity for which you are searching you can select it with the date-picker.

Choose an Activity

Once you find an activity, click on it and the event window opens displaying the name of the event and the start/end dates. You can choose the *Detail* link to learn more about the event or you can choose the *Log Activity* *link to report that you have completed the chosen activity.*

Click on the *Detail* *link to learn more about the event.*

Report an Activity

If you are reporting a WellPath-endorsed activity which you have completed, you would choose the ***Log Activity*** link in the ***Event*** tab. *(The event tab pops up when you click on a specific event in the MYWellPath event calendar.)*

NOTE: Some activities do not require that the employee report participation. If that is the case, the ***Log Activity*** *link will be missing and only the detail link will show when the calendar item is opened.*

For example any activity completed using the myameriben.com web site is reported on behalf of the employee. WellPath then enters this into the employee's MyWellPath portal so that they receive their points for incentives. Another example is the Fab 4 Challenge (most health challenges for that matter). We have a list of the employees who complete the challenge successfully, which we enter for them. Employees do not need to report participation.

Log an Activity

There is an optional way to log your participation. You can also access the ***Log Activity*** *screen through the* ***Activity*** *link in the navigation menu. You can use the search filters to locate the activity you have completed. You will need to enter the required fields; Category, Activity, Completion Date, and load your simple evidence on this page.*

If you are having trouble finding an activity, please email Wellness@SRPMIC-nsn.gov to help you locate.

Simple Evidence

When loading your *simple evidence*, you have the opportunity to enter notes for the activity you are logging. In many cases, you will not be able to log your activity unless you upload simple evidence, however the notes are not required.

When you click on simple evidence button (#1 above), your Window's Explorer will open for you. You can choose the simple evidence file to upload (#2 above). When you select your simple evidence file, you will see it listed in the **Uploaded Documents** *area on the* **Log Activity** *screen (#3 above). At this point, hit* **Save** *to submit your activity to Well-Path (#4 above).*

Logged Activities

When you have submitted your report you will see it appear at the bottom of the ***Log Activity*** *screen, under **Logged Activities**. Here you can review your simple evidence, check your notes and use the edit button to change your simple evidence or notes.*

As shown, the status of the logged activity is considered pending. It will be reviewed by WellPath, along with your simple evidence. When approved, your points will be entered into your WellPath Account. If your activity has been rejected, you will receive an email from WellPath regarding your submission and why it was rejected. You can email Wellness@SRPMIC-nsn.gov if you have questions about simple evidence and what is sufficient for an activity.

Activity Report

By using the *Activity* link in the main navigation menu, you can use the *Activity Report* tab to review your reported activities and your received incentives. You can narrow the report by using the date filter and then **Run Report**. *If you choose, you can toggle through your activities by using the arrows or page numbers above the **Activities** area.*

You are able to download your report into Excel or create a PDF formatted document. Just click on the icon options above the page numbers and arrows.

The last column shows the status of your reported events: *Submitted (pending), Approved or Rejected. MYWellPath may have notes regarding your submission. If your logged activity was rejected, you will receive an email notification with detailed information.*

Recent Logged Activities

⌂ Home 🗓 Event Calendar 🗂 Activity ▾ ✏ Profile ▾ 🔗 Links ▾ 🖵 Change View ▾ ✖ Logout

Announcement ▬

Check status of reported activities from the home page (here)
or the activity report page (next slide)

ABC Status

✓ [A] Orientation Verification Form

✓ [B] Know Your Numbers

✓ [C] Wellness Assessment

Points

Career Total: 869
This Year Earned: 202
This Year Redeemed: 200
Redeemable: 9
Pending: 10
Expire Soon: 0

Incentive Type: Time Off
(25 points are worth 2 hours. Redeemable unit is 2 hours.)

Questions? Email wellness@srpmic-nsn.gov or contact your department Champion.

Recent Logged Activities

|◄ ◄◄ 1 2 3 4 ►► ►|

Category ⬍	Activity Name ⬍	Points ⬍	Completion Date ⬍	Logged Date Time ⬍	Payroll Submit Date ⬍	Status ⬍
WellPath Endorsed Event	All Arizona 8K Run	10	05/25/2013	05/21/2013 09:56:48		Rejected
WellPath Endorsed Event	Warrior Dash 2013	10	04/13/2013	04/13/2013 12:00:00	05/02/2013	Submitted
Exercise/Fitness Participation	Exercise/Fitness Participation	50	03/31/2013	04/25/2013 12:00:00	05/03/2013	Submitted
ABCs	Wellness Assessment	33	03/26/2013	04/23/2013 12:00:00	05/03/2013	Submitted
ABCs	Know Your Numbers	34	03/20/2013	03/26/2013 12:00:00	05/03/2013	Submitted

|◄ ◄◄ 1 2 3 4 ►► ►|

Recent Redemption

|◄ ◄◄ 1 ►► ►|

Redeem Date ⬍	Redeem Type ⬍	Redeem Amount ⬍	Amount Unit ⬍
05/19/2013	Time Off	4	Hour
05/10/2013	Time Off	4	Hour
06/03/2012	Time Off	4	Hour
05/19/2012	Time Off	4	Hour

|◄ ◄◄ 1 ►► ►|

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

From your MYWellPath home page you can see your *Recent Logged Activities* and *Recently Redeemed Activities*. Each activity that has been logged, will be shown on your home page. Each activity has status information and dates that show **Completion**, **Logged,** and **Payroll Submission.** These dates are important to know because it gives you an idea of when your incentives will be processed or when they were received.

Downloading your Activity Report

You can download your activity reports in Excel or PDF format by selecting **Activity** *in the navigation menu and then selecting the **Activity Report** option. You are able to narrow down your report by specific date ranges using the Date filter or you may download all.*

Change your Incentive Preference

By selecting **Profile** in the main navigation menu, you are able to update your profile information including email address, phone number, and preferred incentive type. When using the pull-down menu by **Preferred Incentive Type** you can view and select the incentive type of your choice. These profile options can be updated at any time.

Note: Once your preferred incentive type has been selected, your incentives will redeem automatically when you meet the 25 minimum point balance.

Questions?

Email: Wellness@SRPMIC-nsn.gov

Andy Weiler, WellPath Wellness Supervisor
Delaine Johnson, Wellness Coordinator

Human Resources, Two Waters Bldg B

SRPMIC_WELLPATH

WellPath works with you, for you. The MYWellPath portal will help employees keep track of their participation, change their incentives and plan for the future.